

## Job Description

<b>Title of post</b>	<i>Exams Officer</i>
<b>Salary</b>	Salary range – NSAT Grade H, Points 18 to 23 £30,559 to £33,366 FTE. Actual salary £21,915 to £23,929 per annum (pro-rata).
<b>Hours of work</b>	29.5 hours per week, worked over 4 days which will include a Monday - term time only plus 3 weeks. Full time working is required during both internal and external exam seasons.
<b>Line manager and responsible for reviews</b>	<i>Data and Exams Manager</i>

### Purpose of the Post

Specific duties need to be interpreted in a flexible manner to meet the constantly changing demands of the school. Specific responsibilities and any changes which may occur need to be agreed with the identified Line Manager.

### Main Duties / Key Responsibilities

The Exams Officer will be responsible for delivering a comprehensive exams service which is pupil focused in accordance with SGHS exam policies and the regulations set by awarding bodies for both public exams (including GCSE and A-Levels) and internal examinations. This dynamic role requires a detail-oriented, highly organised, and communicative individual who can collaborate effectively with all stakeholders involved in the exams process.

The Exams Officer will play a pivotal role in organising and managing SGHS exams, ensuring a smooth and stress-free experience for students and teaching staff. The successful candidate must be adaptable, capable of creative problem-solving, and thrive in a collaborative team environment.

### Examinations (MIS Arbor)

- Ensure the efficient and effective management of internal and external exam processes and seasons from an administrative, operational and cost perspective in accordance with JCQ and other relevant regulatory bodies' regulations and guidelines.
- Undertake necessary planning, information gathering and information sharing, including the up-to-date signposting of regulatory and awarding bodies' documentation to relevant stakeholders. Ensuring all key information is communicated to SGHS students and staff in good time to support revision planning.
- Liaise closely with the SENCO to ensure all students receive appropriate access arrangements for their exams in accordance with JCQ guidelines and SGHS
- Exam Policy. Ensure these arrangements are accurately communicated to students well in advance and consistently update all relevant administration to maintain precise records.
- Ensure that pupils are given all necessary information about examinations, including entry details, dates and times, expected conduct during examinations, and accessing results. This communication should support students in managing their personal revision timetables.
- Support the recruitment, training and monitoring of a pool of Exam Invigilators in accordance with Skipton Girls' High School Exam Policy and JCQ regulations. This includes monitoring invigilator timesheets in a cost-effective manner.
- Manage exams, including SEN data and access arrangements, in Arbor, including the set up and maintenance of accurate base data, entries, results, and performance indicator information.

- Liaise with exam boards and relevant bodies to ensure timely and accurate submission of entries, non-examination assessments, and other services.
- Act as the subject matter expert in post-examination services, providing advice to all stakeholders, including special consideration applications and enquiries about results.
- Support the Data & Exams Manager with the production and dissemination of analysis of examination results.
- Attend and represent the school at appropriate Examination Board meetings.
- Work with the Data & Exams Manager to manage the Exams Budget and liaise with the Business Manager as appropriate.
- Organise and implement baseline assessments in accordance with best practices.
- Responsible for completing the School Census returns throughout the academic year, including checking and validating data for accuracy, liaising with relevant departments to gather required information, and ensuring submissions are compliant with DfE requirements and deadlines.

#### **Other Responsibilities**

- Be the Data Protection & Compliance Champion for SGHS and work with the NSAT Data & Compliance Director to support best practice compliance in relation to Data Protection Legislation.
- SPOC – General GDPR, Data Protection impact assessments and responding to data breaches.
- School policy administration and management.

Undertake any other reasonable related duties and responsibilities of an equivalent nature, as may be determined by the post holder's supervisor from time to time, in consultation with the post holder.

#### **Safeguarding**

To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.

# Person Specification

## Exams Officer

Criteria	Essential	Desirable
<b>Academic Qualifications</b>		
Educated to A Level standard.	X	
Educated to degree level.		X
<b>Experience</b>		
Previous experience of working as an Exams Officer, working in a school or similar establishment.		X
Evidence of working in a team and the ability to work collaboratively.	X	
Experience in the recruitment and line management of staff.		X
Experience with database management, including maintaining accurate records and data protection compliance.	X	
Familiarity with the Management Information Systems Arbor, particularly for data input and reporting and reporting.		X
Strong IT skills, with proficiency in Microsoft Office, particularly Excel, Word and Outlook.	X	
Exceptional organisational skills and attention to detail.	X	
Ability to communicate effectively with a range of stakeholders, including staff, students, parents and external agencies.	X	
Ability to manage time effectively, prioritise tasks and meet tight deadlines.	X	
<b>Knowledge and Skills</b>		
Ability to build and form good relationships with students, colleagues and other professionals.	X	

Good verbal and written communication skills to ensure effective communication with colleagues, students and other professionals	X	
Proven track record of excellent administrative skills – highly efficient and organised.	X	
Experience of maintaining data in a secure environment. To act in accordance with professional codes at all times, showing a high level of discretion and professionalism when handling confidential information.	X	
Ability to absorb and understand a wide range of information.	X	
Capacity to adapt to changing requirements and respond effectively to unplanned situations.		X
<b>Personal Qualities</b>		
Self motivated and capable of working independently to meet deadlines.	X	
Ability to improve own practice/knowledge through self-evaluation and learning from others.	X	
Proven ability to work both independently and as a team member.	X	
Ability to work under pressure, maintaining a calm, confident and positive attitude.	X	
Honest, trustworthy and reliable with the ability to respect the confidentiality of individuals and exams.	X	
Pragmatically optimistic.	X	
Drive, energy, commitment and "willingness to go the extra mile"	X	
Personal "presence" and confidence; warmth and sensitivity; flexibility and maturity of approach; enthusiasm and a sense of humour.	X	